Proposed Ad-Hoc Committee Structure

*When an Issue is Presented to the Academic Senate.*

❖ **Step One: -- Whole Senate Discussion**
  ➢ The Academic Senate hears the issue in presentation.
  ➢ The AS conducts discussion on the issue.
  ➢ The AS creates an action plan and votes to implement the solution.

❖ **Step Two: -- Committee Action**
  ➢ The AS hears the issue in presentation.
  ➢ The AS conducts discussion on the issue.
  ➢ The AS refers the issue to an Ad-Hoc Committee to formulate a plan.
  ➢ The Ad-Hoc Committee presents their draft findings to the AS at the next meeting.
  ➢ The AS either:
    ■ A. Provides feedback on the draft findings to be implemented by the committee before the next meeting.
    ■ B. Votes to approve the findings / response of the committee.
Benefits of Ad-Hoc Committee Structure

❖ Democratization -- Brings in more representative voices to the process.
❖ Equitable -- more evenly distributes the workload of AS business.
❖ Accountability -- each committee assignment can be revisited at the end of each semester. What’s working? How can we improve?

Committee members...

• Can be Exec or non-Exec AS members.
• Make a commitment to serve on their committee for a semester.
• Contribute additional hours by committee preference and necessity towards their AS duties.
Objectives of this presentation

1. Get Senate approval of our proposal on the ad-hoc committee formation procedures and criteria
2. Forming ad-hoc committees on
   1) Collegial Consultation Protocol,
   2) BOT communication
The duties of the senators shall be as described below:

1. Concern themselves with academic and professional matters and any other matters deemed important to the welfare of the college and district.
2. Be knowledgeable of professional rights, responsibilities, standards and policies.
3. Represent the voice of their respective constituencies.
4. Inform their constituencies of Senate business in a timely manner.
5. Determine the will of their constituency.
6. Vote to represent the view of their constituency at all Senate meetings.
Article VII - Committees and Duties

Section 2: Ad Hoc Committees

1. As necessary, the President may appoint ad hoc committees with the approval of the Senate.

2. All ad hoc committees are responsible to the Senate.

3. Minutes of all meetings shall be filed with the Secretary of the Senate within two weeks of each meeting.

4. Appointments to ad hoc committees shall be made by the Senate.
What happens when issues or proposals come to the AS?:

T-E-D Test for Committee Formation:
- **Timeline** -- When is a response from the AS needed?
- **Expectations** -- What product or resource does the AS need to create?
- **Domain** -- Is a sub-group of stakeholders appropriate for the topic?
Criteria to consider for committee formation:

**T-E-D Test for Committee Formation:**

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Committee Formation Proposals:

**Collegial Consultation**

**Protocol:**

**Objective:** to advise the Skyline College Administration or the District BOT on Collegial Consultation with the Academic Senate.

- **Timeline:** TBD.
- **Expectations:** Create generic structure, i.e. checklist, flowchart, procedural guide.
- **Domain:** The whole body of the AS.

**Board Communication:**

**Objective:** To communicate the concerns regarding the 10+1 being raised by the faculty of Skyline College. (Considering but not limited to issues raised by trustee Goodman’s visit to Skyline AS, + comments on the Chancellorship.)

- **T:** TBD.
- **E:** Explore options of communications and collective input
- **D:** The whole body of the AS.